



## Benefits Administrator

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### Details

**Job ID : 493**

**Title :** Benefits Administrator

**Job Code :** 1242

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** NO

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### Job Departments

- Human Resources

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### Purpose

Plan, direct and coordinate benefits activities and education of benefits program. Review compliance and processes related to benefit programs such as but not limited to unemployment benefits and workers compensation.

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### Required Qualifications

**Education :** None

**Education Substitute :** None

**Experience :** 3 Years of Work Experience

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### Job Required Knowledge

- 4 year college degree
- A combination of education and experience will substitute for degree 1:1
- 5 years work or related experience.
- Experience with Benefits programs; HIPPA fundamentals

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### Job Skills/Abilities

- Good computer skills, good organizational skills and good communication skills

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### Job Duties

- Ensure procedures and processes are implemented appropriately and efficiently for all benefit programs
- Direct preparation and distribution of written and verbal information to inform employees of benefits
- Develop methods to improve employment policies, processes, practices and recommend changes to management
- Aide in the project assignment and follow-up of human resource projects
- Other duties as assigned



## Benefits Specialist

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### Details

**Job ID :** 263

**Title :** Benefits Specialist

**Job Code :** 803

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR EDUCATION OF AND RESPONDING TO COURT OF JUSTICE EMPLOYEES AND OFFICIALS CONCERNING STATE BENEFITS.

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### Required Qualifications

**Education :** 2 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Work Experience

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### Job Required Knowledge

- COBRA AND HIPPA FUNDAMENTALS

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- LOGISTICAL EXPERIENCE

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### Job Preferred Knowledge

- COURT SYSTEM, BENEFITS CLAIM RESOLUTION EXPERIENCE

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### Job Duties

- ENSURE AOC COMPLIANCE WITH COBRA REQUIREMENTS
- PROCESS NAME AND ADDRESS CHANGES WITH EMPLOYEE BENEFIT PROVIDERS
- COORDINATE BENEFITS EDUCATION FOR COURT OF JUSTICE EMPLOYEES AND OFFICIALS
- COORDINATES HEALTH INSURANCE OPEN ENROLLMENT FOR COURT OF JUSTICE
- ENSURE AOC IS IN COMPLIANCE WITH HIPPA REQUIREMENTS
- OTHER DUTIES AS ASSIGNED



## Human Resource Specialist

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### Details

**Job ID : 456**

**Title :** Human Resource Specialist

**Job Code :** 842

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR EDUCATION OF AND RESPONDING TO COURT OF JUSTICE EMPLOYEES AND OFFICIALS  
CONCERNING HUMAN RESOURCE INFORMATION AND NEEDS

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM

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### Job Duties

- ASSIST HUMAN RESOURCE ADMINISTRATOR WITH HR AND PERSONNEL AND POLICY INQUIRIES
- COORDINATE NEW EMPLOYEE TRAINING
- PROCESS ALL EMPLOYMENT GRIEVANCES
- COORDINATE EMPLOYEE ORIENTATION PROGRAMS
- RESPOND TO PERSONNEL INQUIRIES FROM THE COURT OF JUSTICE
- OTHER DUTIES AS ASSIGNED



## Human Resources Administrator

### Details

**Job ID : 272**

**Title :** Human Resources Administrator

**Job Code :** 1215

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

### Job Departments

- Human Resources

### Purpose

RESPONSIBLE FOR PROVIDING ADVICE, TRAINING AND OFFER HUMAN RESOURCE INFORMATION TO THE COURT OF JUSTICE.

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Related Experience

### Job Required Knowledge

- COURT OF JUSTICE STRUCTURE
- 5 YEARS OF RELATED EXPERIENCE MUST BE IN PERSONNEL/HUMAN RESOURCES AND INCLUDES SUPERVISION

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

### Job Preferred Knowledge

- CRYSTAL REPORT CREATION

### Job Duties

- COORDINATE NEW EMPLOYEE TRAINING
- PROCESS ALL EMPLOYMENT GRIEVANCES
- COORDINATE EMPLOYEE ORIENTATION PROGRAMS
- RESPOND TO PERSONNEL INQUIRES FROM THE COURT OF JUSTICE
- OTHER DUTIES AS ASSIGNED



## Human Resources Associate

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### Details

**Job ID : 529**

**Title :** Human Resources Associate

**Job Code :** 552

**Salary :** \$1,818.33 (Annual)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

Responsible for the support, processing and administration of the statewide court human resource functions.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Work Experience

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### Job Skills/Abilities

- Basic computer skills, good organizational skills, good communication skills.

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### Job Preferred Knowledge

- Knowledge of the court system

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### Job Duties

- Facilitates the preparation, submission/entry and follow-through of personnel, payroll, timesheet, time clock, employment applications, benefits, identification badges and other areas of human resources as needed
- Responds to inquiries regarding all Court of Justice personnel policies and process, including areas that are affective by the Federal Law, state law and Kentucky Executive Branch policies and or processes that are governing to the COJ HR practices
- Maintains central personnel file records
- Maintains databases, electronic files, HR internet and intranet files
- Communicates with all COJ levels of employees, management, and elected officials
- May present or facilitate trainings, on HR processes and activities such as benefit fairs, orientations, etc.
- Other duties as assigned



## Human Resources Specialist

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### Details

**Job ID : 530**

**Title :** Human Resources Specialist

**Job Code :** 842

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

Responsible for specialized areas for the support, processing, and administration of the statewide court human resource functions.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

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### Job Required Knowledge

- Experience substitution must be in related area of human resources or an area of supervision

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### Job Skills/Abilities

- Intermediate or above computer skills, good organizational skills, good communication skills

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### Job Preferred Knowledge

- Knowledge of the court system

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### Job Duties

- May assist with the facilitation, preparation, submission/entry and follow-through of personnel, payroll, timesheet, time clock, employment applications, benefits, identification badges and other areas of human resources as needed
- Responds to inquiries regarding all Court of Justice personnel policies and processes, including areas that are affected by federal law, state law, and Kentucky Executive Branch policies and processes that are governing to the COJ HR practices
- Maintain central personnel file records
- Maintains databases, electronic files, HR internet and intranet files
- Communicates with all COJ levels of employees, management, and elected officials
- May present or facilitate trainings, on HR processes and activities such as benefit fairs, orientations, etc.
- Interprets policies and serves in an advisory role to statewide court system employees, management, and elected officials
- Specializes in particular area(s) of the human resource functions, such as but not limited to: employee coaching, disciplinary actions, grievance and appeal procedures, benefits, payroll, recruitment, hiring or personnel administration
- Serves as HR project coordinators
- Completes advanced areas of research
- Other duties as assigned



## Human Resources Supervisor

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### Details

**Job ID :** 491

**Title :** Human Resources Supervisor

**Job Code :** 1212

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

Responsible for the oversight of time and attendance of human resource personnel at a grade lower than supervisory level. Responsible for learning multiple aspects of human resources to help direct work flow and assign projects appropriately. Will also currently serve as direct payroll supervisor for oversight of all payroll related duties and their completion.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Work Experience

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### Job Required Knowledge

- Supervisory Experience
- Knowledge of the Court of Justice structure

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### Job Skills/Abilities

- Good computer skills
- Good organizational skills
- Good communication skills

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### Job Duties

- Oversee daily supervision of human resource personnel
- Ensure procedures and processes are implemented appropriately and efficiently for all payroll related duties
- Balance COJ payroll account to the COJ social security wage account
- Enter payroll actions as necessary
- Be familiar with all aspects of human resource tasks to direct workflow of the department
- Aide in the project assignment and follow-wup of human resource projects
- Other duties as assigned



Payroll Administrator

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**Details**

**Job ID : 267**

**Title :** Payroll Administrator

**Job Code :** 1217

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

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**Job Departments**

- Human Resources

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**Purpose**

RESPONSIBLE FOR OVERSIGHT OF PAYROLL CLERKS FOR THE COURT OF JUSTICE.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Work Experience

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**Job Required Knowledge**

- COURT OF JUSTICE STRUCTURE
- 5 YEARS OF WORK EXPERIENCE INCLUDES SUPERVISION

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Preferred Knowledge**

- UPPS/PAYROLL SYSTEM

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**Job Duties**

- IMPLEMENT PROCEDURES TO INSURE ACCURACY OF PAYROLL
- DAY TO DAY SUPERVISION OF PAYROLL DEPARTMENT
- BALANCE SOCIAL SECURITY ACCOUNTS
- INSURE ACCURATE EMPLOYEE BENEFIT INFORMATION DISTRIBUTION
- OTHER DUTIES AS ASSIGNED





## Payroll Clerk I

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### Details

**Job ID : 264**

**Title :** Payroll Clerk I

**Job Code :** 510

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR PROCESSING INFORMATION REQUIRED TO ISSUE ALL PAYROLL CHECKS FOR THE COURT OF JUSTICE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Work Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

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### Job Duties

- ESTABLISHING NEW EMPLOYEES IN THE PAYROLL SYSTEM
- PROCESSING AND DISTRIBUTING ALL PAYROLL CHECKS FOR THE COURT OF JUSTICE MAINTAINING CORRECT INFORMATION IN THE PAYROLL SYSTEM
- PROCESSING ALL HEALTH INSURANCE APPLICATIONS
- MAINTAINING ALL EMPLOYEE BENEFIT INFORMATION
- ANSWERING ALL EMPLOYEE INQUIRIES
- OTHER DUTIES AS ASSIGNED



## Payroll Clerk II

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### Details

**Job ID : 265**

**Title :** Payroll Clerk II

**Job Code :** 610

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR PROCESSING INFORMATION REQUIRED TO ISSUE ALL PAYROLL CHECKS FOR THE COURT OF JUSTICE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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#### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS PAYROLL CLERK I

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#### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

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### Job Duties

- ESTABLISHING NEW EMPLOYEES IN THE PAYROLL SYSTEM
- PROCESSING AND DISTRIBUTING ALL PAYROLL CHECKS FOR THE COURT OF JUSTICE MAINTAINING CORRECT INFORMATION IN THE PAYROLL SYSTEM
- PROCESSING ALL HEALTH INSURANCE APPLICATIONS
- MAINTAINING ALL EMPLOYEE BENEFIT INFORMATION
- ANSWERING ALL EMPLOYEE INQUIRIES
- OTHER DUTIES AS ASSIGNED



## Payroll Clerk III

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### Details

**Job ID :** 266

**Title :** Payroll Clerk III

**Job Code :** 710

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR PROCESSING INFORMATION REQUIRED TO ISSUE ALL PAYROLL CHECKS FOR THE COURT OF JUSTICE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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#### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS PAYROLL CLERK II

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#### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

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### Job Duties

- ESTABLISHING NEW EMPLOYEES IN THE PAYROLL SYSTEM
- PROCESSING AND DISTRIBUTING ALL PAYROLL CHECKS FOR THE COURT OF JUSTICE
- MAINTAINING CORRECT INFORMATION IN THE PAYROLL SYSTEM
- PROCESSING ALL HEALTH INSURANCE APPLICATIONS
- MAINTAINING ALL EMPLOYEE BENEFIT INFORMATION
- ANSWERING ALL EMPLOYEE INQUIRIES
- OTHER DUTIES AS ASSIGNED



Personnel Administrator

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**Details**

**Job ID : 250**

**Title :** Personnel Administrator

**Job Code :** 1216

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

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**Job Departments**

- Human Resources

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**Purpose**

RESPONSIBLE FOR ACCURACY OF COURT OF JUSTICE PERSONNEL SYSTEM INFORMATION.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Related Experience

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**Job Required Knowledge**

- COURT OF JUSTICE STRUCTURE
- 5 YEARS OF EXPERIENCE MUST BE IN PERSONNEL/HUMAN RESOURCES INCLUDING SUPERVISION

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Preferred Knowledge**

- CRYSTAL REPORT CREATION
- POWERPOINT
- PERSONNEL/HUMAN RESOURCE EXPERIENCE, INCLUDING SUPERVISOR

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**Job Duties**

- DAY TO DAY SUPERVISION OF PERSONNEL STAFF
- ENSURE ALL PERSONNEL TRANSACTIONS ARE COMPLETED IN ACCURATE AND TIMELY MANNER
- ENSURE ALL TIMESHEET AND LEAVE BALANCE DATA IS ACCURATE AND CURRENT
- RESPOND TO PERSONNEL INQUIRES FROM THE COURT OF JUSTICE
- OTHER DUTIES AS ASSIGNED



## Personnel Clerk

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### Details

**Job ID :** 268

**Title :** Personnel Clerk

**Job Code :** 301

**Salary :** \$1,401.00 (Monthly)

**Grade :** 3

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR TRACKING AND ROUTING INCOMING PERSONNEL ACTION REQUESTS FOR THE COURT OF JUSTICE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM

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### Job Duties

- MAINTENANCE OF TRACKING DATABASE FOR INCOMING PAR'S
- RESPOND TO REQUESTS FOR PERSONNEL FORMS AND POLICIES
- COORDINATE WORKERS' COMPENSATION CLAIMS
- MAINTAIN DEPARTMENTAL OFFICE SUPPLY INVENTORY
- OTHER DUTIES AS ASSIGNED



## Personnel Specialist I

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### Details

**Job ID :** 269

**Title :** Personnel Specialist I

**Job Code :** 511

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR MAINTAINING ACCURATE PERSONNEL SYSTEM INFORMATION.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Work Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM

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### Job Duties

- MAINTAIN LEAVE BALANCES AND HOURS WORKED
- PROCESS PAR'S
- MAINTAIN REQUIRED DATABASES
- ENSURING FMLA COMPLIANCE
- RESPOND TO TIMESHEET APPLICATION INQUIRIES
- OTHER DUTIES AS ASSIGNED



## Personnel Specialist II

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### Details

**Job ID : 270**

**Title :** Personnel Specialist II

**Job Code :** 611

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR MAINTAINING ACCURATE PERSONNEL SYSTEM INFORMATION.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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#### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS PERSONNEL SPECIALIST I

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#### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM

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### Job Duties

- MAINTAIN LEAVE BALANCES AND HOURS WORKED
- PROCESS PAR'S
- MAINTAIN REQUIRED DATABASES
- ENSURING FMLA COMPLIANCE
- RESPOND TO TIMESHEET APPLICATION INQUIRIES
- OTHER DUTIES AS ASSIGNED



## Personnel Specialist III

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### Details

**Job ID : 271**

**Title :** Personnel Specialist III

**Job Code :** 711

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR MAINTAINING ACCURATE PERSONNEL SYSTEM INFORMATION.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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#### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS PERSONNEL SPECIALIST II

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#### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM

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### Job Duties

- MAINTAIN LEAVE BALANCES AND HOURS WORKED
- PROCESS PAR'S
- MAINTAIN REQUIRED DATABASES
- ENSURING FMLA COMPLIANCE
- RESPOND TO TIMESHEET APPLICATION INQUIRIES
- OTHER DUTIES AS ASSIGNED





## Recruitment Specialist

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### Details

**Job ID :** 380

**Title :** Recruitment Specialist

**Job Code :** 830

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Human Resources

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### Purpose

RESPONSIBLE FOR COJ APPLICATION PROCESS AND SKILLS TRAINING.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

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### Job Skills/Abilities

- INTERMEDIATE COMPUTER SKILLS
- TRAVEL STATEWIDE
- GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS

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### Job Preferred Knowledge

- COURT SYSTEM STRUCTURE

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### Job Duties

- POST ALL COJ OPEN POSITIONS
- MONITOR INCOMING APPLICATIONS
- SCREEN APPLICANTS FOR MINIMUM QUALIFICATIONS
- ADMINISTER APPLICANT TESTING IF REQUIRED
- PROVIDE PERIODIC INTERVIEW SKILLS TRAINING
- PREPARE REPORTS AS NECESSARY
- OTHER DUTIES AS ASSIGNED